

18 November 1980

NOTE FOR: Director of Data Processing

FROM:

Chief, Information Management Staff, DO

SUBJECT: Word Processing Equipment

Bruce,

1. I have received a copy of [redacted] Memorandum for the Record of his 6 November conversation with you regarding the delays in obtaining word processing equipment. I am pleased by the direction the meeting took and the general conclusions reached.

2. As I understand it, ODP is preparing two generic word processing requirements which will result in RFPs. One should result in a standard word processor that will be available for use at Headquarters during the next two or three years, unnetworked. The other will be available for overseas use and will meet overseas TEMPEST requirements. IMS is preparing no paperwork at this time with regard to the DO's generic requirements.

3. You indicated at our last meeting that ODP would draw on the information already available to create the two mentioned RFPs. Enclosed herewith is a summary of essential requirements that were drawn together for a DO word processor for utilization at Headquarters. When formulating your RFPs, your staff may find this useful. As we agreed at our meeting, I do not expect a dialogue with my people about this. However, this paper does express some of the users' concerns.

4. If possible when you have responses to the RFPs you are preparing, I would like to have someone from IMS be on the team that reviews the responses. I hope this is possible.

[redacted]

The contents of this document are Confidential.

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